

GMAP II Application & Instructions for USG-Sponsored Personnel

Dear Applicant:

Thank you for your interest in the Fletcher School's Global Master of Arts Program (GMAP). With the exception of TOEFL test scores (if applicable), please send all admission materials to your Service or Agency representative identified in the table below as DoD Agency GMAP II Points of Contacts. If you do not see your agency listed, use the DISAM POC.

We are currently accepting applications that will be reviewed and forwarded to Tufts for the March 2007 class start. To ensure your application gets proper consideration, please submit it to your POC by 1 December 2006 except for DSCA organizations which must submit no later than 15 September 2006. (See page 2 for Points of Contact.)

Table 1: GMAP II Application Checklist

<input type="checkbox"/>	Application for Admission
<input type="checkbox"/>	Two Recommendations
<input type="checkbox"/>	Letter of Sponsorship
<input type="checkbox"/>	Essay Responses
<input type="checkbox"/>	Résumé
<input type="checkbox"/>	Acknowledgment of commitment
<input type="checkbox"/>	The Application Fee is NOT required at this time . Applicants will be asked for a \$65 check or money order payable in U.S. dollars to "The Trustees of Tufts College" at the appropriate time, prior to submission to Tufts.
<input type="checkbox"/>	Academic Transcript(s)"Raised-seal (original) transcripts are NOT required at this time . Applicants will be asked to send these original transcripts at the appropriate time, prior to forwarding to Tufts. In lieu of originals, please send/fax legible copies with your application to facilitate the government selection.

Application materials and supporting documents are not returnable. Therefore, we suggest that you make a copy of the application and supporting documentation for your own records.

We appreciate your interest in the Global Masters of Arts Program II, and look forward to receiving your application.

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Please complete all forms and answer all questions carefully and completely.

When the **application is complete, printed, and signed, forward all required materials to your listed** point of contact. As noted above, if you do not see your service/agency representative listed here, forward all materials to the DISAM POC.

Table 2: DoD Agency GMAP II Points of Contact

Army	Sandy Long DASA DE&C; 1777 North Kent Street Arlington, VA 22209 sandra.Long@hqda.army.mil Phone: (703) 588-8080 (DSN: 425-5080)
Navy	Yvonne Jacobsen Department of the Navy Navy International Programs Office 2521 South Clark Street, Suite 800 Arlington, VA 22202-3928 E-mail: yvonne.jacobsen@navy.mil Phone: 703-601-9815 (DSN 764-9815) George Krikorian 3100 N. Leisure World Blvd. Suite 421 Silver Spring, MD 20906-8344 E-Mail: gkkmk@verizon.net Phone/Fax: (301) 438-9095
Air Force	Angela M. Kravetz SAF/IAPC 1500 Wilson Boulevard, Suite 900 Arlington, VA 22209 E-mail: angela.kravetz@pentagon.af.mil Phone: 703-588-8994 (DSN 425-8994)
Non-MILDEP IA Personnel	CDR Paul Kaltsas DISAM/DR 2475 K Street Wright-Patterson AFB, OH 45433-7641 E-mail: paul.kaltsas@disam.dsca.mil Phone: 937-255-3529 (DSN 785-3529)

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Name: _____

LAST (Family) FIRST MI PREFERRED

Class Year for which you are Applying: _____
 US Social Security Number (if applicable): _____ Date of Birth (MM/DD/YYYY): _____
 Gender: Female ☐ Male ☐
 Have you ever applied to the Fletcher School before? ☐ No ☐ Yes, in what year? _____

CURRENT Mailing Address

City: _____ St: _____ Zip: _____ Until (if not permanent) MM/YY: _____
 Country (if not US): _____
 Telephone (home): _____ (work): _____
 Fax (home): _____ (work): _____
 E-mail (home): _____ (work): _____

PERMANENT address and telephone (check if same as Current) [] _____
 _____ Telephone: _____

CITIZENSHIP US Permanent resident (alien registration number)
Non – US: Country:

ETHNICITY (Optional—U.S. citizens and permanent residents only)

- [illegible]

EMERGENCY CONTACT INFORMATION

Name: _____ Telephone (home): _____
Address: _____
City, State, Zip: _____ Country: _____
Relationship to Applicant: _____

COLLEGES AND UNIVERSITIES ATTENDED (List in chronological order)

College/University	Location	Dates attended	Degree	Date awarded	Major field of study

1. Have you ever had to withdraw from or repeat a term at any educational institution? No [] Yes* []
2. Have you ever been dismissed or suspended from any educational institution or place of employment? No [] Yes* []

*If you answered "yes" to either of these questions, please **attach a separate statement explaining the circumstances.**

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LANGUAGE PROFICIENCY

Native language

Foreign Language(s): Please indicate proficiency level – **Beginning**, **Intermediate**, **Advanced**, or **Fluent**.

(Please note that successful completion of GMAP II includes proficiency in a second language. If English is your first language, proficiency in a second language will be measured through **required written and oral exams** as follows: "limited working proficiency in speaking; general professional proficiency in reading."

These requirements are defined by the Interagency Language Roundtable and can be viewed at <http://www.govtilr.org/ilrscale1.htm>.

Language	Proficiency Level		
	Reading	Writing	Speaking

If applicable, when did (will) you take the TOEFL (DD/MM/YY)? _____

If known, what is your score? _____

EMPLOYMENT EXPERIENCE

Include relevant employment experience in a **résumé** and **submit it with your application package**. Make sure international affairs duties are clearly identifiable as this will be the basis to determine the sufficiency of your experience.

ACTIVITIES/INTERESTS

Activity	Dates	Offices Held
		(indicate if Appointed or Elected)

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LETTER OF SPONSORSHIP

A sponsorship letter from your **unit commander, or equivalent**, must accompany your application. This letter must be written on organization letterhead, endorse your participation in the program, indicate awareness of the time demands and willingness to grant time off to complete school work as the mission permits, and state you will be provided the necessary time off to attend the three two-week residencies.

LETTERS OF RECOMMENDATION

(Please provide the names and telephone numbers or E-mail addresses of your recommenders. This is needed in case we do not hear from them in a timely manner.)

Recommender **One**/Name: _____

Telephone/E-mail: _____

Recommender **Two**/Name: _____

Telephone/E-mail: _____

ESSAY QUESTIONS

Answer the following questions and include in application package. Responses should be typed, double-spaced, and attached.

1. What are your specific career goals and how will Fletcher's Global Master of Arts Program II help you achieve your personal and professional plans? (**minimum 200 words**)
2. Briefly describe the three most important challenges facing your organization today. (**minimum 400 words**)

CERTIFICATION

*I hereby certify that the information given by me on this application is complete and accurate in every respect. The information I am submitting for admission is **my own work** and I have read and understood the form "Application & Instructions" and "Application Process." I understand and agree that any **misrepresentation may be cause for denial and revocation of admission** or subsequent dismissal from the Fletcher School.*

Signature _____ Date _____

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RECOMMENDATION

Instructions to Recommender: Please send this recommendation **in the envelope provided by the applicant**, sign your name along the seal, and return it to the applicant. The applicant has been instructed to submit all required admissions materials in one envelope to the Service/Agency GMAP II Point of Contact. If, due to special circumstances, you are unable to follow this procedure, **or if you prefer**, please send your recommendation directly to the applicable POC:

I hereby waive my right of access to this recommendation on the understanding that it will be considered CONFIDENTIAL and used only in connection with my admission to and study at the Fletcher School of Law and Diplomacy.

Please print this form, sign below, and mail to the appropriate point of contact.

Signature _____ Date _____
(Applicant)

Name (please print) _____ has applied for admission to the Fletcher School's Global Master of Arts Program (GMAP) and has given your name as a reference. In particular, we are interested in knowing whether the applicant is sufficiently prepared for graduate work in international relations.

The Fletcher School's GMAP II is designed to provide graduate education in international affairs to professionals *already established in their careers*, and is not intended as an entry-level course. The core curriculum of this program includes:

Security Studies and Complex Emergencies
International Organizations
International Finance
International Negotiation

International Politics
International Trade Economics and Investment
Leadership and Management
Transnational Social Issues

Recommendation

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For how long and in what capacity have you known the applicant?

The checklist below is intended to facilitate your reply. Please check the appropriate block. **If you prefer**, you may attach a separate letter addressing these factors in narrative form.

College/University Level	outstanding	very good	good	average	below average	no basis for judgment
Intellectual ability						
Analytical ability						
Motivation and diligence						
Originality, resourcefulness, and initiative						
Judgment and common sense						
Emotional stability and maturity						
Integrity						
Leadership qualities						
Professional potential						
Ability to work with others						
Ability in oral expression (English)						
Ability in written expression (English)						

Recommendation

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In comparison with his/her peers, how would you rate his/her intellectual ability (mental quickness or grasp of concepts, insight, appreciation of nuances, etc.)?

Top 5% [] Top 10% [] Top 25% [] Top half [] Lower half []

Expand on your ranking of the applicant. We encourage you to discuss the applicant's strengths and weaknesses. In addition, you may expand on the applicant's general intellectual ability and analytical abilities; critical powers of reasoning; and competence in group discussion, oral reporting, and written work.

Discuss the applicant's ability to complete a rigorous graduate program successfully while working fulltime for his/her organization.

Describe the applicant's experience in working on international teams and projects, if observed.

If the applicant's native language is not English, is his/her proficiency in English adequate for the demands of graduate study? Yes [] No []

Please print this form, sign below, and mail to the appropriate point of contact.

Signature _____ Date _____

Name (please print) _____

Employer _____

Position _____

Address _____

Telephone/E-mail address _____

Recommendation

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Student Acknowledgment Statement

Acknowledgment and agreement in the areas below are required to be considered for nomination to this program. Please **initial** each item and sign and date below where indicated.

I. Part-time Status:

I understand, and agree, the GMAP II is a part-time endeavor on my part for the appropriate academic period specified by the enrollment. My normal duties factor into my decision to participate in GMAP II and I will work with my supervisory chain to complete this program and its academic and travel requirements.

II. Service Commitment Statement of Understanding and Agreement (Initial appropriate entry):

CIVILIAN PERSONNEL

I understand, and agree, that upon completion of GMAP II, I shall make every effort to continue for three (3) years in the DoD International Affairs workforce. Failure to do so could result in my having to reimburse costs associated with this program.

MILITARY PERSONNEL

I understand, and agree, that upon completion of GMAP II, I incur an active duty service commitment per established policies of my MILDEP/Service Agency.

III. Grades and Thesis Information:

GRADES

I agree to provide my individual trimester grades to DISAM, to arrive not later than 15 days after receipt from Tufts' Fletcher School. The point of contact for this is Mr. Greg Sutton, DISAM/DR, Bldg 52, 2175 K Street, Wright-Patterson AFB, OH 45433-7641. .

THESIS

I agree to provide DISAM with information regarding my thesis, i.e., subject, in-process status, and a copy after successful defense. The thesis will be loaded into the GMAP II database maintained by DISAM, but will not be published in the *DISAM Journal* without the author's consent. The point of contact is Mr. Greg Sutton, DISAM/DR.

IV. Computer Ownership:

I understand, and agree, that the laptop computer provided by the Fletcher School for the purposes of completing GMAP II, belongs to the Government and that upon completion of GMAP II, I will turn it over to my organization's supply custodian.

Signature

Date

Student Acknowledgment

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Glossary of Terms

Academic Transcripts

When forwarding your application to your point of contact, legible copies are sufficient. However, packages forwarded to Tufts must contain one official academic transcript from each college or university attended. You will be notified when to send official transcripts. We will accept your transcripts on official school stationery that are sent directly by you or your academic institution to your GMAP II POC. Appropriate university officials must certify these academic records. Students graduating from non-U.S. institutions must submit certified translated academic records in addition to the original transcript.

Application Deadlines, Acknowledgement, and Notification

It is to your advantage to submit your application as soon as possible. We will acknowledge receipt of your application materials immediately and inform you of any incomplete requirements via e-mail. The deadline for submission of applications is 1 December 2006 except for DSCA organizations which must submit no later than 1 September 2006. Once the Service/Agency Selection Panel makes its decision, you will be notified of your status.

Application Fee

The application fee is \$65. DO NOT submit the fee with your application materials. You will be advised on when to submit the fee. At that time, please make the check or money order payable in U.S. dollars to "The Trustees of Tufts College." Your fee will then become the property of Tufts University, regardless of whether you are selected.

Application for Admission

Please print or type the application. Use the space provided on the form; you may include additional sheets, if necessary. Include your name and U.S. social security number (if applicable) on all added sheets. Sign and date the application form.

Costs and Funding

Tuition includes educational expenses, laptop computer and software (see Student Acknowledgment item IV), class materials, and room and board for the three residential sessions. It does not include travel to and from the residential session sites, or local costs. All students must provide their own Internet service provider (ISP).

Essay Questions

Answer the essay questions as fully as possible while complying with length requirements (minimum 200 words for specific career goals and 400 minimum for challenges facing your organization today).

Letter of Sponsorship

This letter, signed by your unit commander or equivalent, acknowledges the organization's responsibility for providing sufficient time to participate, (e.g., 8 hours per week of duty time) and financial assistance (TDY Funds) to get to and from all on-site sessions. This support is provided by the local commander dependent on mission requirements: time off and TDY funds are not necessarily guaranteed, and may be withdrawn depending on mission requirements. In summary, ultimate responsibility for assignment completion and travel to and from on-site sessions is the student's.

Recommendation Letters

Provide recommendation forms and envelopes to two individuals who have supervised your work. Be sure you have written your name on the forms and that you have addressed the envelopes to yourself before giving them to your recommenders. The signed and sealed envelopes are to be returned to you so you can enclose them with your application materials. If recommendations come from individuals no longer assigned in your unit, they may mail them directly to the appropriate MILDEP/DSCA point of contact.

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Résumé

Attach an up-to-date résumé, providing information on employment, academic honors, awards, international experience and travel, and extracurricular activities.

TOEFL

Non-U.S. citizens who graduated from institutions where English is not the language of instruction are required to submit Test of English as a Foreign Language (TOEFL) scores. TOEFL scores taken through computer-based testing (CBT) will be reported to the Service/Agency POC as part of the application, but not later than two (2) weeks after completion.